



## Instructions for the advertising requirements and release of a document for public review

### Purpose of these instructions

To provide proponents with relevant information regarding the release of their Environmental Review Document (ERD) for public review during an assessment.

### How to release a document for public review

#### Start date for public review

Once the EPA has approved the release of a document, EPA Services, Department of Water and Environmental Regulation (DWER) will determine the start of the public review period in consultation with the proponent.

#### Advertisement requirements

EPA Services at DWER will approve the format and content of the advertisement before it is published. The advertisement must be consistent with the attached template. EPA Services also requires:

- Size of advertisement to be approximately 10 cm wide by 14 cm long for readability.
- Advertisement to be published in the Early General News section of the main daily newspaper (The West Australian), Saturday or Monday edition, and in the news section of the main local newspaper at the start of the public review period.
- For ERDs with a review period of more than 4 weeks, the same advertisement to be published two weeks prior to the close of the public review period.

#### Distribution and cost of copies

The proponent, in consultation with EPA Services at DWER, develops a distribution list of relevant decision-making authorities (DMAs), other government agencies and stakeholders who will receive a free hard copy of the document. Copies are also to be placed in public libraries. The number and location of libraries will be identified in the distribution list. EPA Services will provide the proponent with a distribution list template prior to the start of the public review period.

The EPA prepares and signs the covering letters and provides them to the proponent. Other covering letters prepared by the proponent must be approved by the EPA.

The proponent must provide the document to the parties on the distribution list by the start of the public review period.

The proponent must also make the document available on CD and hard copy and as a download from the proponent's website throughout the public review period. The EPA will also publish the

document on the EPA's website. Reduce file sizes of electronic documents for website publication as much as possible while retaining legibility.

The charge for copies of the documents is \$10 each, including postage. CD versions are free of charge.

### **Advice**

Proponents may contact EPA Services at DWER if they need assistance to fill out this form.

Refer also to the EPA's [Administrative Procedures](#) and [Procedures Manual](#) for more information about the processes relating to the nomination of a proponent and change of a proponent.

**End of instructions. Advertisement template is on next page.**

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## Template for the advertisement for public review of a document

### Example of advertisement

COMPANY NAME  
DOCUMENT TITLE (ERD)  
(Review Start and Finish Dates)

Company Name is proposing to brief description of proposal.

Company Name has prepared the Environmental Review Document in accordance with EPA procedures and is released for public review. The Environmental Review Document describes the proposal, the likely environmental impacts and the proposed management measures.

Hard copies of the document may be purchased for \$10 (including postage), or a CD version is available free of charge from:

Company name  
Address  
Telephone No.

Copies of the document may also be downloaded from [www.epa.wa.gov.au](http://www.epa.wa.gov.au) or company web address.

Copies of the document will be available for examination at:

- Local Authority Public Libraries
- State and Battye libraries

The closing date for public submissions is: **DATE**

The EPA prefers submissions to be made electronically via the EPA's [Consultation Hub](http://consultation.epa.wa.gov.au) at <https://consultation.epa.wa.gov.au>.

Alternatively submissions can be:

- posted to: Chairman, Environmental Protection Authority, Locked Bag 10, Joondalup DC, WA 6919, or
- delivered to: the Environmental Protection Authority, Prime House, 8 Davidson Terrace, Joondalup, Western Australia 6027

If you have any questions on how to make a submission, please contact EPA Services, Department of Water and Environmental Regulation on 6364 7000.